

Personal attributes required based on Job Description <i>Essential requirements are those without which an applicant will not be considered for appointment.</i>	Essential (E) Or Desirable (D) Criteria
Qualifications <ol style="list-style-type: none"> 1. Grade C or above in GCSE English and mathematics 2. Relevant CPD 3. Good Honours Degree 	<p style="text-align: center;">E D D</p>
Experience: <ol style="list-style-type: none"> 1. Values driven 2. Previous experience or willingness to be trained in coaching & mentoring 3. Experience of working as a team 4. Working with disadvantaged children 5. Working in a school 6. Providing administrative support to senior managers 	<p style="text-align: center;">E E E D D D</p>
Knowledge and Skills <ol style="list-style-type: none"> 1. Microsoft Office, especially Excel, word and google drive 2. Efficient administrator 3. Prioritise and work to deadlines 4. Maintain high levels of accuracy 5. Strong organisational skills 6. Effective communication 7. Maintain confidentiality and discretion at all times 8. Ability to work sympathetically yet firmly and purposefully with challenging young people. 9. A well-developed understanding of strategies to manage and support young people with challenges in a school environment. 10. Commitment to safeguarding 	<p style="text-align: center;">E E E E E E E E E E</p>

<ul style="list-style-type: none"> 11. Understanding of the challenges and disadvantages of Our Children 12. Understanding of the impact of trauma on young people. 13. Competent understanding of curriculum and a variety of subjects to a reasonable standard. 	<p style="text-align: right;">D D D</p>
<p>Character</p> <ul style="list-style-type: none"> 1. Strong moral purpose and drive for improvement 2. Mission-aligned 3. Humble and kind 4. Motivated, enthusiastic and flexible 5. Excellent interpersonal skills; presence 6. Good sense of humour 7. Desire to develop yourself 8. Ability to give, receive and act on feedback 9. Strong attention to detail and clarity 10. Ability to work under pressure 11. Commitment to the full life of the academy 12. Commitment to advocate for Our Children 	<p style="text-align: right;">E E E E E E E E E E E D</p>